

# CAREERS

## Foreman

The Foreman acts as the main contact for all field personnel and for all materials and tools on site. They are also responsible for coordinating and facilitating communication between various trades to ensure a steady progression of the building schedule.

## Qualifications

- Knowledge of workplace safety requirements and procedures in the commercial/institutional construction industry
- Knowledge of appropriate materials, methods, and the tools required in various construction processes
- Proficiency in the practical application of carpentry principles, techniques, and procedures
- Basic survey knowledge and skills to operate transits, builder's levels, rotating laser levels, and total stations
- Experience with routine maintenance operations
- Effective time management and organization skills
- Strong communication and reporting skills
- Able to read building specifications, blueprints, and as-builts
- Mathematical skills and analytical skills necessary to perform material and labour estimates
- Receptive to change - can adapt quickly to changing circumstances
- Proactive in ensuring job knowledge is current
- Basic computer skills, including Microsoft Outlook, Excel, and Teams
- Familiarity with Viewpoint Field View software is an asset

## Education/Licenses

- Completion of college, vocational, or technical training
- Journeyman carpentry ticket or relevant industry experience/training
- Certificate(s) required to operate applicable equipment
- Able to obtain security and vulnerable sector clearances
- Valid driver's license

## Experience

- Minimum two (2) years' experience as a Foreman in the commercial/institutional construction industry
- Minimum five (5) years' experience as a journeyman carpenter in the commercial/institutional construction industry

## Functional Responsibilities

- Develop and implement inventory systems for construction materials, small tools, and construction products (e.g.: dimensional lumber, steel forms, barrier walls, chipping guns, plate tampers, grouts and sandblast sand, etc.)
- Report on activities, maintaining the site to ensure workplace safety
- Serve as main contact for all field personnel, and for all materials and small tools on site
- Work closely with superintendent, carpenters, labourers, and trades to ensure project is running smoothly
- Inspect all equipment and materials when returned to the yard; thoroughly check equipment to make sure it is in working condition, and store materials in an orderly fashion
- Work with Equipment Manager to develop a scheduling system to coordinate, track and provide trucking for delivery of materials to jobsites and manage resources in and out of the yard
- Implement efficient storage methods, yielding ready accessibility of materials, permitting efficient space utilization and flexibility of arrangement, minimizing material deterioration and allowing ease of physical inventory

## Working Conditions

- Working with tools and various construction materials
- Lifting, pulling or pushing, carrying, and manipulating objects of up to 50 lbs
- Walking and standing for long periods of time
- Bending, crouching, and crawling
- Climbing ladders and working at heights
- Use of Personal Protective Equipment (PPE) is required (e.g.: hard hat, safety boots, etc.)
- Working near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt
- Good manual dexterity
- Noise level is generally loud
- Additional hazards associated with the construction industry
- Driving a company vehicle and/or operating equipment